

AMHERST COUNTY PARKS, RECREATION & CULTURAL DEVELOPMENT BOARD
CHARTER 2019

1. **Purpose.** The purpose of the Parks, Recreation & Cultural Development Board is to assist the Board of Supervisors by providing information, advice, recommendations and reports in the area of parks, recreation and cultural development.

2. **Goals.** The goals of the Recreation & Parks Board are to provide specific, measurable, reasonable and timely information, advice, recommendations and reports on matters requested from the Board of Supervisors or otherwise within its purview. The Recreation & Parks Board may have other specific goals provided to it by its initiating statute or regulation. It is authorized to establish its own goals to further the County's interests in the area of recreation and parks so long as they do not supersede those of this document. In particular, the Board is to promote public awareness and support of the recreational opportunities in the county, to oversee the maintenance and improvement of existing recreational programs and facilities, to identify and advocate for the development of more recreational programs, facilities and activities that are suitable to the county's outdoor culture and within the county's fiscal means, and to help recruit volunteers, participants, experts and leaders to offer their time and resources to benefit the recreational needs of Amherst citizens.

The Parks, Recreation & Cultural Development Board may receive specific objectives each year from the Board of Supervisors toward which it will be expected to achieve and report its progress.

3. **Membership.** The Parks, Recreation & Cultural Development Board will consist of five voting members. Each voting member will serve for a term of 5 years at the pleasure of the Board of Supervisors. The voting members will all be selected to represent a voting District but need not reside in that district. The voting members will be selected by the Board of Supervisors. The voting members may be representatives of specific organizations or may be individuals named for their professional or educational experience. Public advertising to fill vacant seats is not required. Voting members must be sworn into office by the Clerk of the Circuit Court. A County Supervisor will serve as a non-voting member to the Amherst County Parks, Recreation & Cultural Development Board.

4. **Meetings.** Regular meetings of the Parks, Recreation & Cultural Development Board will be held at 6:30PM at the Monroe Community Center on the second Monday of each month. The regularly scheduled meeting time may be changed by unanimous consent of the members of the Parks, Recreation & Cultural Development Board. Special meetings may be announced and called as needed. Regular meetings will be held, at a minimum of monthly and on an as needed basis as determined by the Parks, Recreation & Cultural Development Board Chairman. Summarized minutes will be taken in the format specified by the County Administrator and submitted to the County Administrator no later than 30 days from the date of the meeting. The agenda for each meeting is determined by the Chairman with the assistance of the Recreation Director.

5. **Reports.** The Parks, Recreation & Cultural Development Board is required to provide a written report of its activities to the County Administrator on an annual basis. The County Administrator will direct the format and content of the report. An annual report summarizing all prior reports during the year is also required. On occasion, the County Administrator may seek specific information, guidance, input or recommendations from Parks, Recreation & Cultural Development Board on a matter being prepared for consideration by the Supervisors. The Administrator will specify the format of the information sought.

6. **Structure.** The Parks, Recreation & Cultural Development Board will be organized pursuant to ACR 1-3.10

7. **Youth Participation.** The Parks, Recreation & Cultural Development Board will have one youth member who will serve for a period of one year. He or she is selected by the Chairman who will employ a selection process if there is more than one applicant for the seat. The youth member will not be a voting member of the Parks, Recreation & Cultural Development Board. They shall receive all meeting announcements, agendas and preparatory information as a normal member so they may participate and provide input as full members regardless of whether they hold a vote. They are subject to the same membership requirements as the adult members and may be removed for the same causes. Youth may be recruited from the school system or other organizations. They are to receive a letter or certificate at the end of their term to memorialize their service.

8. **Staff Support.** The Parks, Recreation & Cultural Development Board can expect to receive support directly from the Recreation Director who will serve as the Parks, Recreation & Cultural Development Board's secretary. The County Attorney is also available to answer legal questions. County email accounts will be opened for each member to facilitate communications. Copier, postage and other support can be made available through the County Administrator's Executive Assistant.

9. **Authority.** The Parks, Recreation & Cultural Development Board may represent the County of Amherst to Central Virginia Planning District Commission and its partner organizations with the understanding that all final decisions regarding County business resides solely with the Board of Supervisors. The Amherst County Recreation & Parks Department may not represent the County to state, federal, nonprofit or commercial and industrial organizations without coordination with the County Administrator. The Parks, Recreation & Cultural Development Board is not a separate entity, and does not have the right to contract, issue decisions, or otherwise issue orders or directives of its own initiative. Purchasing should be carried out by the County Purchasing department and its advice and directives relayed to the Board of Supervisors and or the County Administrator for confirmation.

10. **Official Acts.** Acts of the Parks, Recreation & Cultural Development Board shall be performed by majority vote and recorded in official minutes. Only the Chairman of the Parks, Recreation & Cultural Development Board, as an individual, may speak for the body but must be careful not to overstep the bounds of consensus within the Parks, Recreation & Cultural Development Board. Decisions shall be reached according to ACR 1-3.8

11. **Virginia Freedom of Information Act.** The Parks, Recreation & Cultural Development Board is a "public body" under the Virginia Freedom of Information Act. It is the responsibility of the Chairman, with the assistance of the Secretary to ensure compliance with all facets of this law.